

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

**INSTRUCTIONS: UPLOADING PRO SE FILINGS**

**The following instructions are to be used by self-represented litigants who cannot mail or hand deliver filings to the Courthouse due to the COVID-19 pandemic.**

**How do I upload documents to the Clerk's Office for filing?**

- Combine all your documents into one PDF file.
- SIGN. You must sign your document by either signing the document before you scan it or typing “/s/ [Your Name].” The Court will accept typed signatures in this format.
- CONTACT INFORMATION. The document must include your name, address, telephone number and email address (if available).
- CASE NUMBER. The case number must be included on the document.
- It is your responsibility to make sure that all pages have been scanned.
- UPLOAD the PDF documents at [NYED Pro Se Electronic Document Submission](#).
- Do not mail or deliver additional copies to the court.

**Can I start a new case by upload?**

- NO. To start a new case, you must mail or hand deliver your complaint to either courthouse at 225 Cadman Plaza East, Brooklyn, NY 11201 or 100 Federal Plaza, Central Islip, NY 11722. If you need assistance, you may call the Pro Se Office at 718-613-2665 or 631-712-6060.

**Can I include any questions or information in my upload?**

- NO. You must only include the attached document(s) for filing. No one will read messages in the body of the upload and no one will respond to any questions. If you have questions, you may contact the Pro Se Office at either courthouse.

### **Can I submit photographs, audio files, or video files?**

- **NO.** Photographs, audio files, and video files should not be uploaded. Any such files that are uploaded will not be downloaded by court staff.

### **Will someone respond to my upload?**

- **YES.** The Clerk's Office will download the attachment, mark it received and mail you a stamped copy. You may call 718-613-2665 or 631-712-6060 to confirm that your documents were received but please wait at least one week before calling. Please do not resubmit your documents if you have already uploaded them using this process.

### **Can I email the assigned judge instead?**

- **NO.** Any submission emailed to any other court email address will be disregarded by the recipient.

### **Can the Clerk's Office assist with scanning?**

- **NO.** If you are unable to upload your documents, you must submit them by mail or in person to the Pro Se Office at either courthouse.

### **Can someone email my documents for me?**

- **NO.**

### **Can I receive court documents by email?**

- **YES.** Complete and mail, deliver, or upload a signed [Consent to Electronic Service](#) form to either courthouse.